# First-Time CDX Registration for Grantee Users

This Quick Reference Guide (QRG) assists the Grantee user in first-time CDX registration.

The first-time CDX registration is a one-time process that each Grantee user must go through to create a user name and password for accessing ACRES. You will need the grant number for your Assessment, RLF, Cleanup, JT, or Section 128(a) State or Tribal Response Program Grant, and the state in which the grant recipient is located. Each grant number can be used more than once, allowing for multiple users for each grantee.

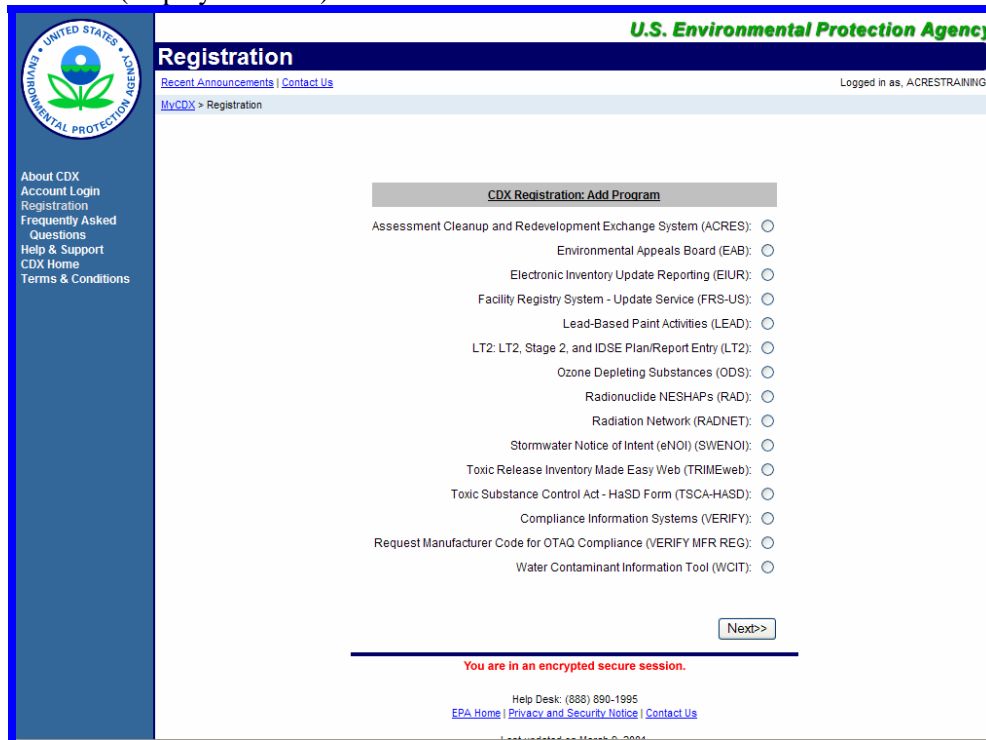Follow these steps to complete the Grantee user CDX registration process:

1. Open an internet browser to the following URL:

http://cdx.epa.gov
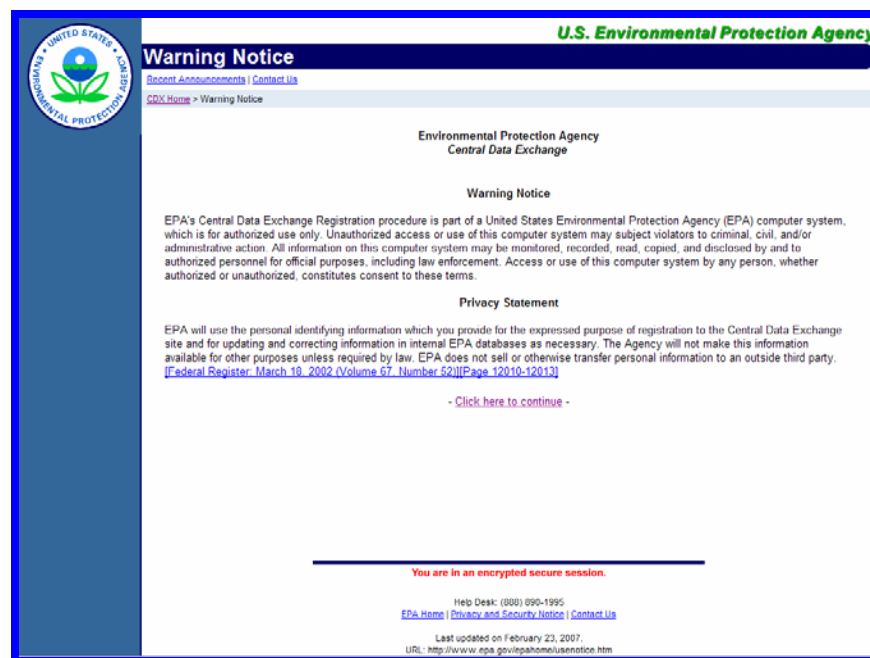
2. After reading the Warning Notice and the Privacy Statement, click on "Click here to continue."

3. On the CDX Home screen, click the "here" link at the end of the first bullet that reads, "If you are new to CDX and wish to register, please click here."

4. In order to register for a new account with CDX you will be asked to review Warning Notice and Privacy Statement a second time. Click on "Click here to continue" after reviewing the these statements.

5. Read through the Terms & Conditions screen and click "I ACCEPT" to continue with registration. This will take you to the CDX Registration: User Information screen.

6. On the CDX Registration: User Information screen, create your user name and password, as well as enter a secret question for easy authentication if you forget your password. Click "Next" after all required fields have been completed. This will take you to the CDX Registration: Organization Information screen.

7. On the CDX Registration: Organization Information screen, enter your organization's information. Click "Next" after all required fields have been completed. This will take you to the CDX Registration: Add Program screen (displayed below).

8. Select the "Assessment Cleanup and Redevelopment Exchange System (ACRES)" option (the very first choice in the list) and click "Next." This will take you to the CDX Registration: Add Program ID screen (displayed below).

ACRES Quick Reference Guide 1

ASSESSMENT,
CLEANUP &
REDEVELOPMENT
EXCHANGE
SYSTEM

ACRES
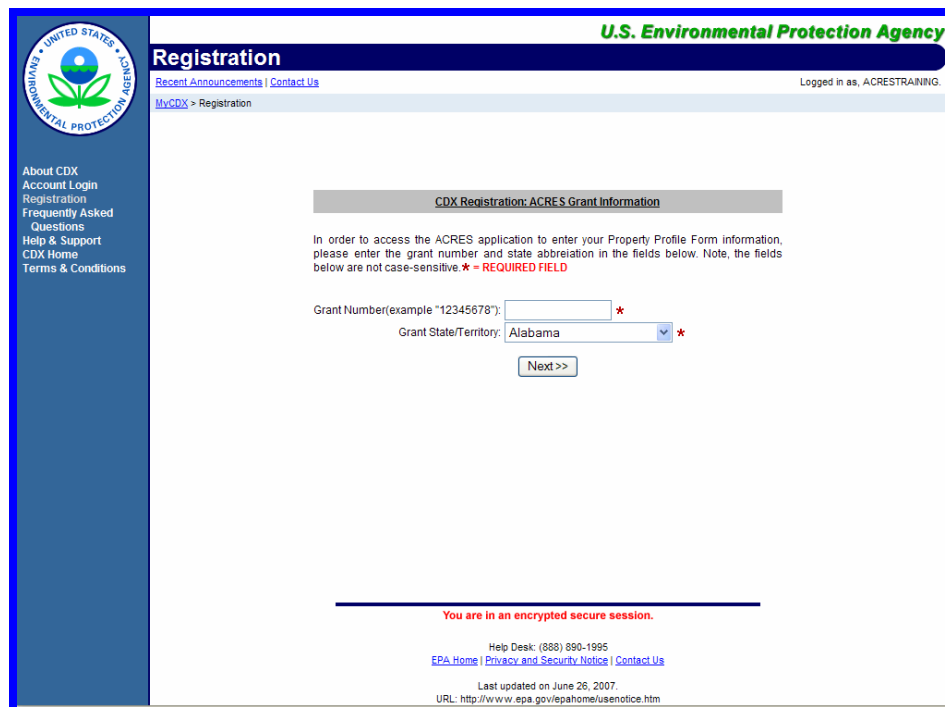
9. Enter "N/A" into the ID field and click "Finished." This will take you to the CDX Registration: ACRES Grant Information screen (displayed below).

10. Enter your Grant Number and select the state in which the grantee is located.

a. In the Grant Number field, enter your eight-digit grant number. Be sure to **exclude** the two-letter prefix and any amendment numbers.
b. Choose the state or territory where the grantee is located from the drop-down menu and click "Next." This will take you to one of two screens, as follows.

1. Displayed below is the screen that will display with an unsuccessful login. If you get this screen, click "Back" and re-enter your information to ensure that there were no typos or mistakes. If you continue to get this screen, please contact the CDX Help Desk at 1-888-890-1995.
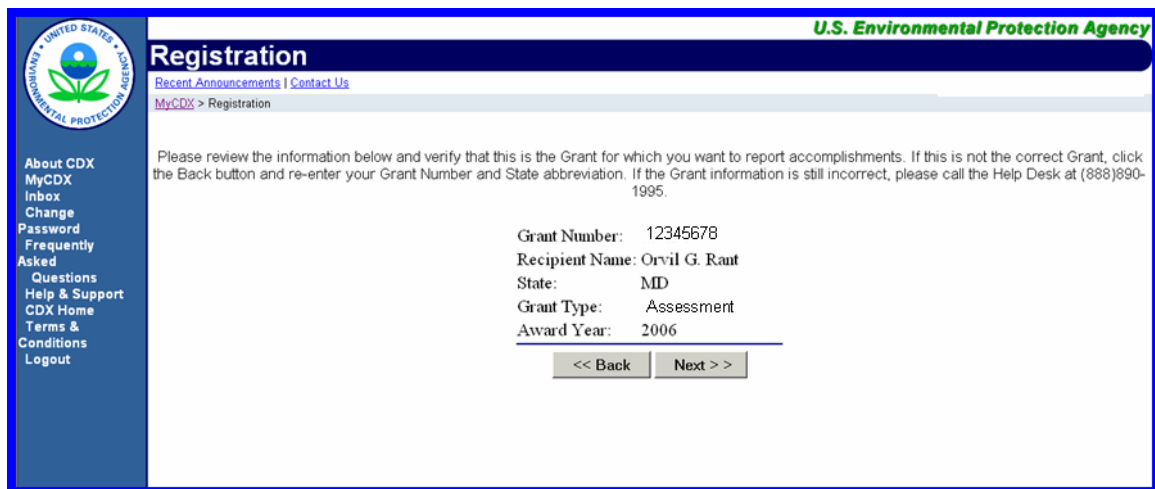
2. Displayed below is the screen that will display with a successful login. If the grant information displayed is not correct, click "Back" and re-enter your grant number and state to make sure it is entered correctly.

11. When the Confirmation screen appears (displayed below), you have completed the CDX registration process. You will also receive an e-mail to confirm your registration.
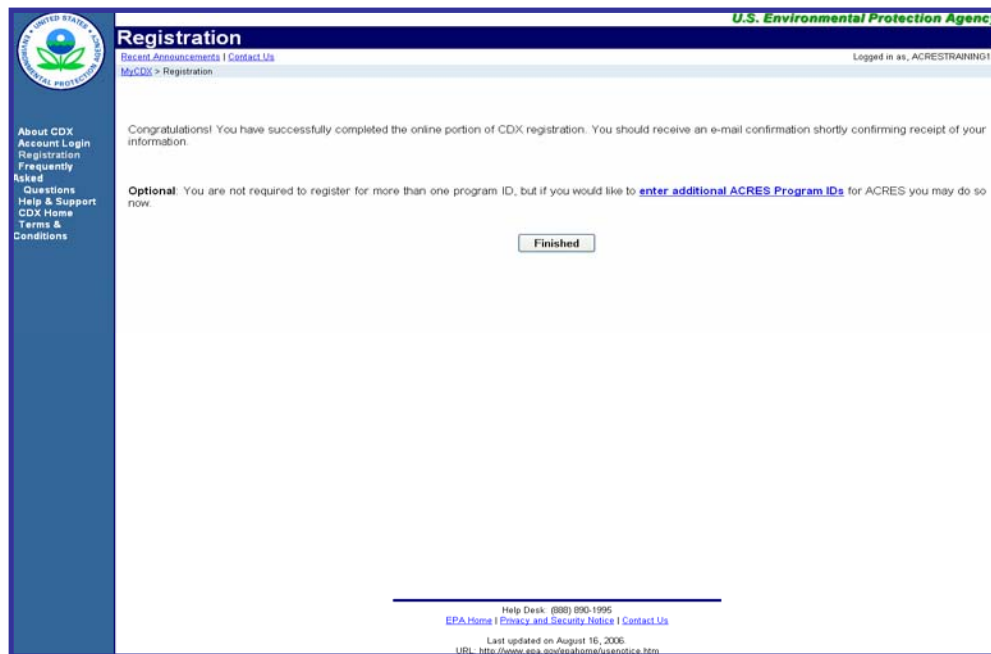
12. Click "Finished" to go to the MyCDX home screen.

13. Click on the "ACRES: Assessment Cleanup and Redevelopment Exchange" link in the Available Account Profiles portion of the MyCDX home screen to access ACRES.

<u>Note:</u> *To access ACRES after this first time CDX registration process, use the same URL: http://cdx.epa.gov.*

If you have any questions regarding ACRES, please contact the ACRES Help Desk by e-mail at acres_help@epa.gov, or by phone at 703-284-8212.